



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
P. O. Box 339
Honolulu, Hawaii 96809-0339

June 29, 2006

MEMORANDUM

TO: Purchase of Services Applicants

FROM: Lillian B. Koller, Esq.

SUBJECT: ADDENDUM #1 AND QUESTIONS AND ANSWERS FOR REQUEST FOR PROPOSALS ISSUED JUNE 15, 2006

Attached for your information are addenda for the Request for Proposals (RFPs) that was issued June 15, 2006, by the Department of Human Services (DHS). The purposes of the addenda including any amendments are to make corrections to the RFP and to provide clarification. Answers are also supplied to questions posed at the RFP orientation session on June 26, 2006. In addition to revisions and corrections that apply generally to the RFP, there are specific addenda for the following RFP:

- **HMS 501-06-06: Positive Youth Development in a Program Featuring Performance Activities**

The deadline for the submission of proposals has not been changed.

If you have further questions about the RFP, please contact the person designated in Section 2, II. F. (p 2-4) of the RFP. Thank you for your interest in this procurement.

Attachment

**DEPARTMENT OF HUMAN SERVICES
ADDENDA FOR THE RFP # HMS-501-06-06
ISSUED 6/15/06**

“Positive Youth Development in a Program Featuring Performance Activities”

Revisions have been made

- **Revisions have been made in Section 2, II. General Requirements, A. Specific qualifications or requirements, including but not limited to licensure or accreditation, 2.**

The following requirement (2.) has been more clearly defined with the addition of the italicized text.

2. Applicants must have an established performing arts program with a minimum of three years experience and a track record of success. *An established performing arts program is defined as a structured after-school program serving culturally diverse students from a diverse array of public and private schools with the program itself having been in continuous regular existence for at least the past three years, with key staff paid by the project, a culturally diverse repertoire, significant family involvement, inducements to educational attainment, training in life skills, a regular schedule of rehearsals, and at least 12 annual public performances by youth program participants in the same performing art proposed for the program in response to this RFP.*

- **Revisions have been made in Section 2, III. Scope of Work, B. Management Requirements, 1. Personnel.**

The following text has been deleted.

- d. The program staff and volunteers shall have appropriate qualifications and necessary training to provide the required drug and violence prevention services and activities, demonstrate knowledge, capacity, skills and experience in working with the target population, and are knowledgeable about the community served.

- **Revisions have been made in Section 2, III. Scope of Work, B. Management Requirements, 1. Personnel.**

The following text has been inserted.

- d. The program staff and volunteers shall have appropriate qualifications and necessary training to provide the performance education and activities, demonstrate knowledge, capacity, skills and experience in working with the target population, and are knowledgeable about the community served.

- **Revisions have been made in Section 2, III. Scope of Work, B. Management Requirements, 10. Method of compensation and payment.**

The following text has been deleted.

- a. Payments shall be made in monthly installments upon the monthly submission by the applicant of an invoice for the services provided in accordance with the terms and information set forth in the contract.
 - b. After the first payment made in advance, the monthly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.
 - c. The OYS shall withhold a final payment of one-twelfth of the total compensation for each budget period until final settlement of each budget period of a contract. Provided that all expenditures are in compliance with the terms stated in the contract, payment of the lesser of actual costs reported on the final expenditure report or the contract amount for the budget period will be made.
- **Revisions have been made in Section 2, III. Scope of Work, B. Management Requirements, 10. Method of compensation and payment.**

The following text has been inserted.

- a. Payments shall be made in quarterly installments upon the quarterly submission by the applicant of an invoice for the services provided in accordance with the terms and information set forth in the contract.
- b. After the first payment made in advance, the quarterly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.
- c. The DHS shall withhold one-third of the total compensation for the the last quarter of the contract period until final settlement of the compensation and payment under a contract. Provided that all expenditures are in compliance with the terms stated in the contract, payment of the lesser of actual costs reported on the final expenditure report or the contract amount for the budget period will be made.

QUESTIONS AND ANSWERS

Q1. If a collaboration of agencies are applying, can there be additional pages per section?
OR [can we] use attachments to include information on all agencies?

ANSWER: The page limits must remain the same. Attachments are permitted, but they should be referenced in the narrative.

Q2. Please review and see if there is a difference between # 2 (on II-A-2 – Page 2-3) (must have established performing arts program and page 2-9 #5 Experience (shall have a minimum of three years experience designing, etc.)? It appears the first one speaks to having a current established project now and the second one is a more liberal interpretation.

ANSWER: The two passages are different, but they are additive requirements. Thus, there is no contradiction. The former passage was revised (see addendum above) to provide greater clarity on this issue as well as related issues that were raised regarding the meaning of an “established program” in verbal comments at the RFP orientation session.

Q3. How many agencies will be awarded?

ANSWER: See RFP Section 2., I., F. (p2-3). There is no predetermined number.

Q4. Is it possible to get a file of the performance targets, milestones, outcome forms e-mailed to the agencies?

ANSWER: Yes, Potential applicants may request by email to the RFP contact person for an electronic version of OYS Form 4-1.

Q5. If we want to begin the program in the second semester and run it for a year, is that acceptable?

ANSWER: See RFP Section 2.,I.,F.(p 2-3).The contract budget period is 9/1/06 to 8/31/07.

Q6. How do we get the criminal background checks?

ANSWER: State criminal background checks can be obtained at the Hawaii Criminal Justice Data Center or on-line at www.ecrim.ehawaii.gov, and on-line results provide a verification code to allow OYS to check results. Child Abuse and Neglect Registry checks are performed by the Child Welfare Services Bureau. Applicant’s must indicate that they will comply with all criminal background check requirements upon award of a contract.

Q7. What category of staff need criminal background checks?

ANSWER. See RFP SEctiuon 2.,III.B. Management Requirements. Criminal history checks shall be conducted, as allowed by statutes or rules for any person who is employed or volunteers in a position that necessitates close proximity to or contact with children or adolescents.

Q8. Does the FBI check apply to youth workers? If not, is it necessary?

ANSWER: FBI checks are not required of workers under the age of 21 years.

Q9. Do all staff need drug and violence training? If so, how can we get it?

ANSWER: No, The language in Section 2, III. Scope of Work, B. Management Requirements, 1. Personnel, d. that prompted the question has been revised (see above).

Q10. Is an audit mandatory? Or is there any other vehicle to help [the] committee understand financial status of the organization (e.g. profit and Loss)?

ANSWER: See RFP Section 3.,V.,B.,1. Accounting System. To determine the adequacy of the applicant's accounting system the latest single audit report of Finanacial Audit or most recent financial audit letter should be attached to the proposal, other documents can be attached, but they are not equivalent to an audit.